



Warehouse-Pro
2020 Industrial Blvd
Rockwall, Texas 75087

Grow with us!

We recently moved to a larger facility in Rockwall, TX and are expanding rapidly. We are looking for enthusiastic, positive people to grow with us as we take on new and challenging efforts.

Responsibilities:

- Manage client needs/communication via email/phone on a daily basis
- Lead a team of 2-3 warehouse associates
- Process inbound shipments accurately and efficiently
- Oversee & execute all outbound shipments via parcel (USPS, FedEx, UPS) & LTL/FTL
- Learn and execute specific routing information for various retailers
- Use 3PL software to manage orders and inventory on a daily basis (training provided)
- Other tasks as assigned

Qualifications:

- Must be willing to learn and grow with our team
- Must be computer literate; email, Excel, and web-based software use on a daily basis
- Open to cross training on multiple clients depending on capacity
- Ability to be on your feet all day
- Lift up to 40lb boxes
- Handle heat and cold – most work is done out in the warehouse
- Deadline and detail-oriented